

## CDUT USER RULES OF BEHAVIOR ACKNOWLEDGEMENT FORM

### PRIVACY ACT STATEMENT

**Authority:** Executive Order 10450, 9397; Public Law 99-474; the Computer Fraud and Abuse Act; 5 U.S.C Statute 301; 10 U.S.C. Part II; 14 U.S.C. Chapter 11; UCMJ; DOD 5500.7R, Joint Ethics Regulation; CJCSM 6510.05, Air Force Instruction 33-332, 29 JANUARY 2004.

**Disclosure:** The personal information contained in this agreement may be used to identify you and may be disclosed to law enforcement or other authorities for investigating or prosecuting a violation of the law, regulation, policy, or this agreement. Failure to provide this signed document will result in denial of access to the Contractor Document Upload Tool.

### POLICY FOR USE OF COMPUTER RESOURCES

As a contractor of the U.S. Government, you are required to be aware of, and comply with, policies on usage and security of computer resources per OMB Circular A-130, Appendix III. Use of Government computer systems is for official use and for authorized purposes only. Any other use may be misuse of Government property in violation of Federal regulations.

### YOU ARE RESPONSIBLE FOR ALL ACTIONS PERFORMED WITH YOUR PERSONAL USER ID. YOU MUST COMPLY WITH DoD POLICY REGARDING ACCOUNT MANAGEMENT.

- USERIDs and passwords are for individual use only, and are For Official Use Only (FOUO).
- DO NOT disclose your password to anyone. Take necessary steps to prevent anyone from gaining knowledge of your password.
- USERIDs and passwords must be used solely for the performance of your official job functions.
- You must comply with the DoD policy regarding passwords to include the creation of strong passwords (2 upper-case, 2 lower-case, 2 special characters, 2 numeric's; a minimum 15- characters password in length).
- You must notify AFCEE of changes in your status, i.e., upon your departure/account no longer required, etc.

### POLICY, STANDARDS, AND PROCEDURES MUST BE FOLLOWED.

- Use of all Government computer resources and facilities are restricted to authorized purposes only.
- You must be aware of, and abide by the "Computer Fraud and Abuse Act of 1986" (Public Law 99-474), the civil and criminal penalties of the Privacy Act, the Trade Secrets Act (18 U.S.C. S905), and other Federal regulations applying to unauthorized use of government files, records, and data.
- Be aware that all computer resources assigned, controlled, accessed, and maintained by U.S. Government employees and contractor personnel are subject to periodic test, review, monitoring and audit.
- You must complete Information Assurance/Security training required by AFCEE as a prerequisite to access.

### ACCESS TO INFORMATION MUST BE CONTROLLED.

- If you know that a person, other than yourself, has used or is using your USERID, you must report the incident immediately to your supervisor and the Computer Security Officer.
- You are required to report unauthorized use and any actual or suspected breaches of computer security to your security manager/information assurance officer.
- CDUT is an unclassified mission support system designed to process sensitive, "For Official Use Only" information. You will mark all generated data/reports as For Official Use Only.

### YOU ARE RESPONSIBLE FOR THE PROPER USE OF COMPUTER RESOURCES.

- You are prohibited from taking any actions that will adversely impact CDUT security. You are responsible for safeguarding the information contained in the system from unauthorized or inappropriate use, disclosure, destruction or denial of service.

### USER CERTIFICATION

**I certify that I have read the above the Rules of Behavior for the Government computer system(s). I fully understand my responsibilities and agree to comply. I recognize that any violation of the requirements indicated above and in the Rules of Behavior may be cause for disciplinary actions and suspension of user access to the network.**

**Name (Print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_